

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1081277

Vendor Name: AACC

Invoice Number: 1000169117

Invoice Date: 09/07/18

PO Number: B0360430

Check Number: E0069887

Check Amount: \$ 20,483.00

Check Date: 10/19/2018

Department ID: 00781

Reviewer Name:

Voucher Number: V0529085

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: castellanoss1510@cod.edu
Sent: Tue Sep 25 13:59:45 CDT 2018
To: invoicing@cod.edu
CC: fryetr@cod.edu
Subject: CHECK ENCLOSED REQUEST - BO360430

Hello Accounts Payable,

Please see attached check enclosed request. Send payment, invoice and PO to the vendor.

Thanks,
Susan

Susan Castellanos
Purchasing Buyer



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942-2216 castellanoss1510@cod.edu



College of DuPage

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1081277
AACC
One Dupont Circle, Nw
Ste 410
Washington, DC 20036
Attn: Customer Service
Phone: 123-123-1234
Fax:



Check
Enclosed

PURCHASE ORDER

360430

Page: 1

Release Method: Hard Copy

Release Date: 09/25/2018

Created Date: 09/25/2018

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-378

Fax:

AP VERIFIED**10/02/18 - MARIA ZERRUDO****Deliver To:** Tracey Frye, SRC 2135**PO Created By:** Castellanos, Susan**Purchase Order Comments:**

Check enclosed - please send payment, invoice #1000169117, and PO to vendor.

Requisition Number(s): 669391**Requisitioner Name(s):** Tracey Frye

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	AACC Annual Institutional Dues Jan. 01 – Dec. 31, 2019	\$20,408.00	\$20,408.00
Deliver To: Tracey Frye, SRC 2135						
2		1	Each	AACC Presidents Academy	\$75.00	\$75.00
Deliver To: Tracey Frye, SRC 2135						
					Sub Total: \$	20,483.00
					Total: \$	20,483.00

Account Code Summary

Account Code	Account Description	Amount
01-80-00781-5406002		\$20,483.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078
Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

360430

Page: 2**Release Method:** Hard Copy**Release Date:** 09/25/2018**Created Date:** 09/25/2018



American Association of Community Colleges
One Dupont Circle, NW, Suite 700, Washington, DC, 20036, USA
Phone: (202) 728-0200 Fax: (202) 833-2467

ANNUAL DUES NOTICE

Date: 13-Sep-2018
Ship-To: 000000001644-0

Order Number: 1000169117
Order Date: 07-Sep-2018
Invoice Number :

College of DuPage
Attn: Ann Rondeau
President
425 Fawell Blvd
Glen Ellyn, IL 60137-6599

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2019 to 31-Dec-2019	Active	Proforma	1	20,408.00	0.00	0.00	0.00	20,408.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2019 to 31-Dec-2019	Active	Proforma	1	75.00	0.00	0.00	0.00	75.00
Shipping:								0.00
Total :								20,483.00
Paid To Date								0.00
Current Amount Due :								20,483.00

AP VERIFIED**09/25/18 - MARIA ZERRUDO**


9/18/18

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000000001644-0 College of DuPage
Order No.: 1000169117 Invoice No:

Balance Due(USD): 20,483.00

Federal Tax ID: 53 0196569

Amount: _____

Send payments to: American Association of Community Colleges
PO Box 75263
Baltimore, MD 21275